

 <p><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	4.3	3
<p>Authority/References</p> <p>ACA Standard 4-4091, 4-4092 P&amp;P ACA 3-3087, 3-3089 KRS 196.035, 197.020 CPP 27-31-01</p>	Date Filed	Effective Date
		August 1, 2007
Subject		
		<b>FIREARMS AND CHEMICAL AGENTS TRAINING</b>

## I. DEFINITIONS

“Chemical agents” means non-lethal gases, chemical mace, pepper spray, smoke and similar chemicals used to control individuals or crowds.

"Firearms" is defined in KRS 237.060.

## II. POLICY and PROCEDURE

- A. A Corrections employee shall successfully complete a course of instruction provided by the Division of Corrections Training in the safety, care and constraints involved in the use of firearms if his duties:

1. include use of a firearm; or
2. may require him to authorize the use of a firearm by another.

Prior to carrying a firearm, an employee taking the course of firearm instruction shall demonstrate proficiency by attaining a standard of seventy (70) percent on the firing range. The employee shall demonstrate this proficiency on an annual basis under the supervision of the Division of Corrections Training.

An employee who does not successfully complete the instruction and maintain qualification standards on an annual basis shall not be issued a firearm in ANY circumstance.

- B. Before using a chemical agent, a Corrections employee shall successfully complete a course of instruction provided or approved by the Division of Corrections Training in the:
1. proper use of a chemical agent, and
  2. approved treatment of an individual who has been treated with a chemical agent.

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### C. Pre-Service Training and Qualification

1. Training for a new employee shall be provided prior to assignment to a tower, armed patrol, escape post, prisoner apprehension, prisoner transportation and any other post where a firearm may be available for use. This training shall include at a minimum:
  - a. Instruction in loading, unloading, mechanical functions, care and safety of any firearm that may be issued to an employee. Firearms shall be limited to the following:
    - (1) .38 caliber revolver or a revolver capable of firing standard .38 special ammunition for institutional staff and probation and parole officers
    - (2) 12 gauge shotgun for institutional staff
    - (3) .223 caliber Ruger Mini 14, rifle for institutional staff
    - (4) Any other weapon authorized by CPP 9.7 for institutional staff or probation and parole officers. Staff authorized to use these weapons shall successfully complete training provided or approved by the Division of Corrections Training prior to authorization to carry a firearm.
  - b. A description of conditions under which firearms may be used as authorized by statute and Corrections policy is contained in CPP 9.1, "Use of Force" and reference may also be made to KRS 503.050, 503.070, 503.090, and 503.100.
  - c. Qualifications firing of appropriate firearms on the firing range shall be under the supervision of the Division of Corrections Training. A Probation and Parole officer shall qualify with the same weapons that he will carry.
2. A new employee shall demonstrate a seventy (70) percent minimum proficiency standard in use of appropriate firearms as well as achieve a minimum seventy (70) percent score on a written examination related to use of force policy and care and safety of the firearm. A new employee who meets these standards shall be issued a card by the Division of Corrections Training attesting to his proficiency and valid through firearms training the following calendar year. An employee shall not be authorized a firearm if he does not possess a valid qualification card.

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3. A new employee shall be given three (3) attempts to meet the minimum proficiency
4. A new entry level correctional officer or a probationary status Probation and Parole officer may be terminated if he fails to meet the minimum qualification requirements of this section.

D. Annual Requalification or Retraining

Each calendar year, an employee referred to in Section II shall demonstrate continued proficiency by meeting a minimum standard of 70% in actual firing of appropriate firearms under the supervision of the Division of Corrections Training. Each employee shall also score a minimum of 70% on a written examination related to use of force policy and care and safety of appropriate firearms. Upon successful requalification the employee shall be issued a new qualification card valid through firearms training the following calendar year. Any employee who fails to requalify shall be removed from any assignment requiring use of firearms until he may be requalified. If an employee receives the retraining and still fails to meet the qualifying standards, personnel action may be initiated. An employee shall be given three (3) attempts to meet the minimum proficiency

E. Training in the Use of Chemical Agents

Chemical agent training shall be required for any employee authorized to use chemical agents in the performance of duty. All persons authorized to use chemical agents shall receive training provided or approved by the Division of Corrections Training to include:

1. Specific instructions regarding use of the product as specified by the manufacturer.
2. Precautions to be followed as specified by the manufacturer.
3. Instructions that a chemical agent shall not be used except by the permission of the Warden, Acting Warden, or their designee. Probation and Parole officers shall comply with Corrections Policy and Procedure 27-31-01.
4. A description of the various agents available, and recommended uses or any restrictions for each.
5. Type of medical care required for each chemical agent.
6. Report procedures required.